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OGC Has Reviewed

Attachment No. 1 to OGC Memorandum of 1 November 1956

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██████████ "Provision of Quarters Overseas," provides in pertinent parts:

"1. General Policies

The basic policies of this Organization with regard to the living quarters occupied by its employees and their dependents...are:

a. To ensure that all employees and their dependents are enabled to live in decent, comfortable, but modest quarters without cost to the individual.

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c. To provide basic furniture and furnishings... only when it is determined to be in the best interest of the Government.

d. To ship at Government expense the amount of household goods and personal effects stipulated...when furnished quarters are provided in accordance with subparagraph c above.

e. To pay the cost of storing the furniture and household goods, and personal effects of an officer or employee of the Organization...who is assigned to a post to which, because of emergency conditions, he cannot take or at which he is unable to use his furniture and household and personal effects....

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3. Responsibility and Authority

a. Responsible Field Officials (used herein to include Senior Representatives, Chiefs of Missions and Stations, and other principal field officials reporting directly to headquarters) are responsible for ensuring that all staff employees under their jurisdiction are adequately housed. In fulfilling this responsibility, Responsible Field Officials will be held strictly accountable for the maintenance of consistent standards of propriety and sound judgment.

(1) Quarters should be decent and comfortable but neither ostentatious nor luxurious. They should be in line with those occupied by employees of comparable

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rank or grade of other OUTSIDE agencies in each foreign area.

(B) The quarters allowances provided in the Standardized Regulations (Government Civilians, Foreign Areas) should be used as a guide to local rental costs for which the Government generally believes adequate quarters can be secured.

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b. In fulfilling this responsibility, Responsible Field Officials are authorized to advance, expend, or otherwise obligate funds and to execute agreements or leases for the acquisition, renovation, furnishing, and maintenance of housing facilities in accordance with the limitations and requirements of this regulation.

4. ...

5. Procedures for Leasing Organization Quarters

a. When in the discretion of the Responsible Field Official it is appropriate to provide quarters to employees under the policies prescribed herein, such quarters shall be procured by the most appropriate, secure method prescribed above.

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(1) Where it is necessary, in the judgment of the Responsible Field Official, to exceed the maximum quarters allowance authorized to the individual as established in the Standardized Regulations (Government Civilians, Foreign Areas) in order to obtain housing of the standard set forth in 3a(1), he shall execute a written statement establishing the reasonableness of the quarters provided and the cost thereof as related to the grade of the employee and the local housing

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situation. This statement shall be retained in station files with a copy of the lease for review and inspection.

(2) When, in the judgment of the Responsible Field Official, any or all of the excess of quarters costs over the maximum quarters allowance of the individual is unnecessary or unreasonable and is attributable to the personal desires of the individual, the Responsible Field Official shall make one of the following determinations:

(a) Decline to authorize the leasing of the housing facilities as Organization property but authorize the individual to lease the facilities as his personal quarters and to claim the normal quarters allowance prescribed by the Standardized Regulations (Government Civilians, Foreign Areas); or

(b) Direct the individual to occupy other available Organization quarters or to continue the search for more reasonable facilities to be leased as Organization quarters; or

(c) Authorize the leasing of the facilities if they are generally considered to be desirable Organization quarters property, with the concurrent determination as to the amount of the total quarters cost the individual shall pay as his own personal expense. Such amount shall normally be any excess over the maximum quarters allowance prescribed by regulations for the individual. The amount the Organization will pay may, however, be greater than the maximum quarters allowance if the Responsible Field Official so determines in accordance with the standards and procedure prescribed in paragraph 5b(1) above.

(3) In every case when Organization quarters are leased in the name of an individual, an agreement shall be executed with the nominal lessee which shall establish the underlying Organization control and responsibility for the property leased. Such agreement shall also establish the liability of the nominal lessee for any portion of the rental costs for which he is personally liable as prescribed in paragraph 5b(2)(c) above. Each such agreement shall be retained in station files with the copy of the lease for review and inspection.

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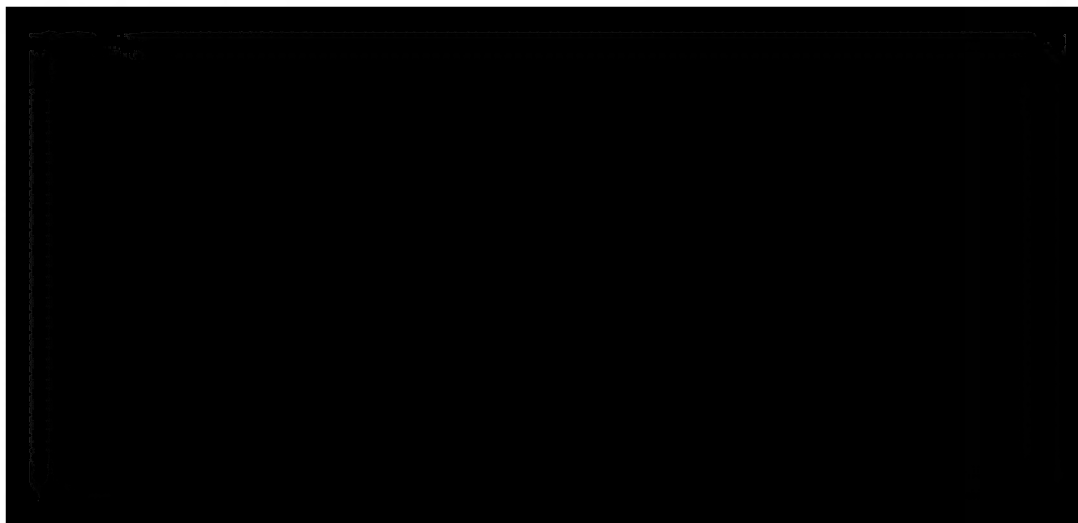
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6. ...

7. Applicability and Implementation

a. ...

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c. The provisions of this regulation are generally applicable only to staff employees and staff agents. They may be applied to other personnel utilized by the Organization only with the prior approval of headquarters. (Emphasis supplied).

8. Provision of Furniture, Furnishings, and Household Equipment

a. The determination as to whether it is in the best interest of the Government to provide basic furniture and furnishings for Organization quarters shall be made by the Senior Representative on an even basis if possible, otherwise by the Responsible Field Official on a post basis. In making his determination, he shall take into consideration one or more of the following conditions that may exist in his area. Special operational circumstances warranting deviation from this policy will require prior headquarters approval.

...

c. Furniture, furnishings, and equipment shall only be provided by the Organization or at Organization expense when:

(1) The quarters occupied are in fact Organization quarters; or

(2) In any case when the individual has not shipped household effects in anticipation of being furnished quarters, and his travel orders precluded shipment of the normal household goods allowance."

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

missing att. 2